
Southeast Texas (SETX)
and
Southwest Louisiana (SWLA)
Area Contingency Plan

Initial Reporting Form

Annex 3
July 2021

Southeast Texas and Southwest Louisiana Area Contingency Plan

Record of Changes

Change Number	Change Description	Section Number	Change Date	Name
1	Renamed Appendix 7 to Annex 3 and removed Reference to Vol 2	All	30 July 2021	Todd Peterson, CGD 8
2				
3				
4				
5				
6				
7				
8				
9				
10				

Table of Contents

1000 Initial Reporting Form 1

1000 Initial Reporting Form

Date/Time of Notification: _____ PPE: _____

Reporters Name: _____ Address: _____

Phone No: _____ City: _____

Company: _____ State: _____ Zip Code: _____

Title: _____ River Mile: _____

Latitude: _____ Longitude: _____

Incident Location: _____

Incident Description: _____

Source and/or Cause: _____

Special Considerations: _____

Vessel Name and Number: _____

Facility Name: _____

Date of Incident: _____ Time of Incident: _____

Material Discharged: _____ Quantity: _____

Is the material in the water? _____ (Y/N) Is the Source Secured: _____ (Y/N)

Incident Commander: _____

Incident Command Post Location: _____

Environmental Conditions: _____

Directions: _____

Actions taken to Correct, Control or Mitigate Incident: _____

Number of Injuries: _____ Number of Fatalities: _____

Were there evacuations? _____ (Y/N) Number of Evacuated: _____

Areas Affected: _____

Responsible Party Intentions: _____